



## **Job Position: JustMATH Site Coordinator**

### **Position Overview**

This is a part-time position coordinating remedial math tutoring programs run by JustREAD, a 501 c 3 nonprofit organization located in Mountain View, CA. JustREAD administers both English literacy and math tutoring programs.

JustMATH works to close the achievement gap by focusing on academic support for struggling students, especially low-income English Learners. Our volunteer tutors work one-on-one with 4<sup>th</sup> and 5<sup>th</sup> grade students on campus during the school day to help build foundational skills in math. JustMATH programs operate in designated classrooms at elementary schools in Mountain View, CA and students are tutored twice per week.

The JustMATH Site Coordinator will work with other staff members to make an impact on students currently performing below grade level. The job requires an enthusiasm for math, a willingness to work collaboratively with other members of our staff, and the ability to interact constructively with both adult tutors and with children. Our mission is to help students build the skills and self-confidence for lifelong learning by providing them with individualized attention, structured academic support, and opportunities to engage in enjoyable math activities.

### **Weekly Responsibilities**

- **Assess/Interview Students:** Meet with all new students to identify gaps in math knowledge. Match all students with an appropriate tutor.
- **Coordinate with Teachers/Curriculum:** Keep up to date on classroom curriculum. Contact teachers each week to identify which lessons are being covered in class and which skills may need review.
- **Prepare Daily Agenda/Activities:** Determine what skills students/tutors should work on each week. Plan tutoring activities that coordinate with classwork, as well as other necessary skills that students may need to learn.
- **Send Weekly Schedule Reminder to Tutors:** Note any schedule changes or absences. Also include an update on classroom lessons being covered that week, tutoring ideas and any other necessary reminders to tutors. Send out substitute tutor requests, as needed.
- **Open and Close each Tutoring Session:** Arrive 15-20 minutes early to set up materials, meet with tutors, explain games/activities, etc. After all tutoring sessions, put away materials and make sure room is left in good order.
- **Monitor Tutoring Sessions:** Take daily attendance for both students and tutors. Make sure students/tutors are engaged and working on necessary skills. Be prepared to offer suggestions, ideas and alternate techniques to optimize learning.
- **Tutor Students:** Tutor students when there are no substitutes available.
- **Maintain Supplies:** Make sure tutoring room has all necessary supplies.

### **Additional Responsibilities**

- **Create Student Binders:** Prepare a binder for each student. Include a tutoring progress log, as well as student data (background information, math levels, skills needed to learn).

- Check Progress Logs in Students' Binders: Periodically check progress logs in students' binders to ensure that tutors are working on necessary skills. Redirect tutors, if needed.
- Meet with Teachers/Tutors: Meet with teachers and/or tutors, as needed, to discuss student concerns and progress.
- Maintain a Tutoring Sessions File: Include data for: number of sessions served each month; number of sessions each student/tutor attends; number of students served.
- Prepare Monthly Sessions Report.
- Conduct Assessment of Students: Help test students at the beginning and end of the year to evaluate progress.

### **Requirements**

- Candidate must have a passion for kids and for learning, and be able to communicate that passion to both adult tutors and students.
- Must be comfortable managing both children and adults.
- Bachelors degree.
- Must be able to drive to school sites in the Mountain View Whisman School District, and begin sessions promptly in a strictly scheduled school environment.
- Must be able to work independently.
- Teaching experience is desirable but not required.

**For more information or to apply, contact: [lew.epstein@justreadcenters.org](mailto:lew.epstein@justreadcenters.org)**